

NON-SUPERVISORY CLASSES

CUSTOMER SERVICE & COMMUNICATION – CSCN

Friday	July 14	8:30 a.m. – noon
Thursday	August 10	8:30 a.m. – noon
Wednesday	Sept. 27	8:30 a.m. – noon

SENIOR MANAGEMENT PERFORMANCE APPRAISALS – SMPA

Wednesday	July 26	1:30 p.m.-4:30 p.m.
Wednesday	August 30	1:30 p.m.-4:30 p.m.
Wednesday	Sept. 27	1:30 p.m.-4:30 p.m.

INTERVIEWING MADE EASY – IMEN

Thursday	July 20	1:00 p.m.-4:30 p.m.
Friday	August 25	1:00 p.m.-4:30 p.m.
Thursday	Sept. 14	1:00 p.m.-4:30 p.m.

STRESS MANAGEMENT—STMN

Thursday	July 27	8:30 a.m. – noon
Thursday	August 31	1:00 p.m.-4:30 p.m.
Friday	Sept. 29	8:30 a.m. – noon

TIME MANAGEMENT SKILLS – TMSN

Monday	July 10	8:30 a.m. – noon
Wednesday	August 23	1:00 p.m.-4:30 p.m.
Wednesday	Sept. 20	1:00 p.m.-4:30 p.m.

VALUING CULTURAL DIVERSITY – VCDN

Friday	July 21	1:00 p.m.-4:30 p.m.
Thursday	August 3	8:30 a.m. – noon
Tuesday	Sept. 12	1:00 p.m.-4:30 p.m.

VIOLENCE IN THE WORKPLACE – VIWN

Thursday	July 13	1:00 p.m.-4:30 p.m.
Thursday	August 24	8:30 a.m. – noon
Thursday	Sept. 21	1:00 p.m.-4:30 p.m.

SERVICE EXCELLENCE - SE

Wednesday	July 12	1:30 p.m. – 4:30 p.m.
Thursday	August 3	1:30 p.m. – 4:30 p.m.
Wednesday	August 16	1:30 p.m. – 4:30 p.m.
Thursday	Sept. 7	1:30 p.m. – 4:30 p.m.
Wednesday	Sept. 20	1:30 p.m. – 4:30 p.m.

GRAMMAR CLINIC

Friday	July 14	2:30 p.m.-4:30 p.m.
Wednesday	August 30	2:30 p.m.-4:30 p.m.
Monday	Sept. 25	9:30 a.m.-11:30 a.m.

MAKING MEETINGS WORK - MMWN

Wednesday	July 12	9:30 a.m.-11:30 a.m.
Thursday	August 17	9:30 a.m.-11:30 a.m.
Thursday	Sept. 14	9:30 a.m.-11:30 a.m.

RESUME WRITING - RESN

Thursday	July 20	2:30 p.m.-4:30 p.m.
Thursday	August 17	2:30 p.m.-4:30 p.m.
Thursday	Sept. 21	2:30 p.m.-4:30 p.m.